



POSITION AVAILABLE

Grants Administrator (Processing Assistant V) North Carolina Arts Council

Mission: To make North Carolina a better state through the arts.

Goals: The work of the Arts Council is guided by its strategic plan comprised of five goals:

- *A robust arts industry*
- *A creative economy*
- *Vibrant communities*
- *Children prepared for the 21st century*
- *Lives filled with discovery and learning*

The Arts Council is a division of the Department of Cultural Resources and its Executive Director reports to the Secretary of the Department. The Arts Council is advised by a 24-member board appointed by the Governor. It has a 27-person staff and an \$8.5 million budget which includes federal, state and private funds. To learn more about the NC Arts Council visit www.ncarts.org.

Position Responsibilities:

The primary purpose of this position is grants management and administration for the Arts Council. Employee is responsible for processing grants through all phases including application, revised budget, payment and final reports. Records are maintained to meet staff, board, public, peer organization and audit needs, and to collect and track information about funded projects in all 100 counties.

Description of Work

Grants Management Process

- Administers the grants management process of the Arts Council.
- Uses a customized software application, called Pearl, to manipulate data in a Microsoft Access grants tracking database.
- Imports data from ARTS Grants Online (AGO) – a customized on-line Internet software – and manages the interface between AGO and Pearl, in addition to maintaining the database.
- Responsible for mail merges, on-line file exchange, including FTP, downloading of files, email transfer, scanning, PDF documents and general records management.

- Administers the processing of grants paperwork and payment procedures and the audit trail for payment reconciliation.
- Manages electronic application and reporting systems.
- Communicates with prospective applicants, current grantees and the staff about compliance with grant requirements and processing deadlines.
- Develops Microsoft Access queries to manage and track grant data in each fiscal year cycle.
- Generates reports and verifying accuracy of data in the Pearl system.
- Maintains the grant files and keeps computer grant records updated on a daily basis.
- Assists with all aspects of the technical support issues for the Council including digital audio, visual, video and written work sample uploads and the AGO system, general technical support for PowerPoint slideshows, panel meetings, A/V set up, Webinars and LCD projection for meetings, as needed.
- Keeps staff and constituents informed about the status of grants related information, including receipt of required documents, missing information, payment requests, deadlines and other grant requirements.

Minimum Education and Experience Requirements

Graduation from high school and demonstrated possession of knowledges, skills and abilities gained through at least three years of office assistant/secretarial experience; or completion of a two-year secretarial science or business administration program with one year of responsible experience as described above; or an equivalent combination of training and experience.

Additional Training/Experience:

Microsoft Access, Excel, Word processing, HTML or other computer application experience, and records management are required. Management prefers high school graduation and five years of experience in office management using a Microsoft Access computer system; or completion of a two-year liberal arts or business program with one year of records and/or database management experience; accounting experience a plus. Practical experience in an arts field desirable.

Hiring Range: \$27,544.00 - \$33,565.00

(The State of North Carolina offers a competitive benefits package which includes employer contributions towards pension, health plan benefits, and vacation and sick leave.)

Salary Grade: 61

Application Procedure

The North Carolina Department of Cultural Resources uses the Merit-Based Recruitment and Selection Plan to fill positions Subject to the State Personnel Act (SPA) with highly qualified individuals. Individuals interested in applying for this position must complete an online State Employment Application. All applicants must apply online at <http://www.osp.state.nc.us/jobs/>.

Closing Date

April 19, 2012 5:00 p.m. Eastern Time

DO NOT send applications or application materials to the North Carolina Arts Council. Only applications following the procedure above will be considered. Résumés will not be accepted in lieu of a completed application.

For more information please contact:

North Carolina Department of Cultural Resources
Human Resources Office

Phone: (919) 807-7373